



The South African Police Service hereby invites unemployed youth who conform to the requirements for a twelve-month internship programme at **North West Province**. The internship programme is part of the National Human Resource Development Strategy and the National Skills Development Strategy.

Generic requirements:

- *Must be between ages 18 – 35;
- *Be a South African citizen;
- *Must be in possession of Senior Certificate (Grade 12) or equivalent qualification.
- *Must have no criminal record(s)
- *Applicants must be unemployed and never participated in an internship programme previously;
- *Applicants must be residents of the Province where the post is advertised (Proof of residential address to be attached);
- *and applicants are restricted to apply for **3 positions only** (to complete an application form for each ref number)

Intern categories:

Graduate Intern: Tertiary Qualification is required

Student Intern: Need practical experience in order to finalise qualification

Matric Intern: Senior Certificate (Grade 12) no tertiary qualification is required.

NB: Stipend for each category will be as determined by the National Commissioner: South African Police Service

GRADUATE INTERNSHIP

ADMINISTRATIVE INTERN

Component Provincial Head: Legal Services (1 Post)

Section Civil Claim Management HRD 01/11/2017

Additional Requirements:

*Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

*Render administrative support service with regard to the management to legal service litigation.

*Implementation of Civil Claims/Litigation assessment tool (Re-active measures).

*Manage and control filing system.

*Administer and control Financial, Human and Logistical Resource allocated to the legal service: Litigation.

Component Provincial Head: Legal Services (1 Post)

Section Crime Operations Support HRD 02/11/2017

Additional Requirements:

*Be in a position of a NQF 6 Diploma/Degree legal related-qualification.

Core functions:

*Administrative duties with regard to the effective handling of crime operations matters.

*Administrative duties in relation to state defence applications.

*Administrative duties with regard to the effective handling of litigation matters.

*Administrative duties with relation to national frontline services delivery plan reports.

Component Section **Provincial Head: Legal Services** **(1 Post)**
Investigation Support HRD 03/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

- *Render administrative support service with regard to the management to legal service litigation.
- *Implementation of Civil Claims/Litigation assessment tool (Re-active measures).
- *Manage and control filing system.
- *Administer and control Financial, Human and Logistical Resource allocated to the legal service: Litigation.

Component Section **Provincial Head: Legal Services** **(1 Post)**
Labour Dispute HRD 04/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

- *Administration duties with regard to the effective handling of labour litigation matters.
- *Administration duties in relation to eviction, general and discipline matters/files referred for legal opinion.
- *Render administration duties to the Provincial Head Legal Services.

Component Section **Provincial Head: Personnel Management** **(1 Post)**
Employee Health and Wellness HRD 05/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

- *Assist with the implementation of SAPS Disability and HIV/AIDS Workplace programs in the Province.
- *Manage Provincial Disability and HIV/Aids Management's budget.
- *Participate in policy project and liaison programs.
- *Advice management on trends and patterns pertaining to disability, HIV/Aids and Wellness related matters impacting on the functioning of members in the province.
- *Manage integrated Employee Health and Wellness programs and projects.
- *Report on Quality of Work Life programs.
- *Conduct and advice senior management and line commanders on QWL related matters.

Component Section **Provincial Head: Personnel Management** **(1 Post)**
Social Work Services HRD 06/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

- *Render the advance and complex Police Social Work Services work-focus Assessments.
- * Render comprehensive occupational social work to the client system by means of Social Work Service' capacity building programmes (pro-motive-, work-person- and workplace interventions).
- *Render comprehensive occupational social work services to the client system by

means of Restorative Interventions.

*Render comprehensive occupational social work services to the client system by means of application of Social Work Community Model.

*Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment.

*Execute standard social work administrative practices.

Component Section	Financial Services, Auxiliary Services and Salary Admin (3 Posts)
	Brits HRD 07/11/2017
	Potchefstroom HRD 08/11/2017
	Taung HRD 09/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

*Administer of cellular telephone accounts for the Province.

*Administer of SMS and MMS petrol claims for the Province.

*Check Telephone registers.

*Payment of Suppliers.

*Administration of petrol claims for the Province.

*Administer State Income.

Component Section	Financial Services, Financial Accounting and Cash Flow (2 Posts)
	Potchefstroom HRD 10/11/2017
	Rustenburg HRD 11/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

*To administer bookkeeping aspects in the Province.

*To process the payment.

*Administer and control electronical outstanding debts.

*To administer correspondence.

*To ensure that all the inventory were taken care of within the component.

*Compiling of cost statement for injuries sustained.

Component Section	Financial Services, Budget and Expenditure Control (1 Posts)
	Rustenburg HRD 12/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

*To assist with regard to the manage and control the budget and monitor standards, policies and directives in the Province.

*To assist with the allocation of funds within the responsibility of the Province.

*To perform inspections and evaluations.

*To perform administrative duties within the field.

Component Human Resource Management (2 Posts)
Section Zeerust HRD 13/11/2017
Mooinooi HRD 14/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

*Render administrative duties pertaining to HR regarding Personnel Services related functions.

*Render administrative duties pertaining to HR regarding Human Resource Utilisation and related functions.

Component Human Resource Management, Human Resource Development (1 Post)
Section Potchefstroom HRD 15/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

*Assist with personnel administration and files.

*Assist with Human Resource Development administration and files.

*Type reports and returns and assist with work related administration.

Component Human Resource Management, Human Resource Utilization (4 Posts)
Section Potchefstroom HRD 16/11/2017
Rustenburg HRD 17/11/2017
Zeerust HRD 18/11/2017
Mooinooi HRD 19/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

*Assist with personnel administration and files.

*Assist with Human Resource Utilization administration and files.

*Type reports and returns and assist with work related administration.

Component Human Resource Management, Personnel Management (1 Post)
Section Potchefstroom HRD 20/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

* Administer correspondence and files.

*Administer logistical matters.

*Maintain leave records, registers and files.

Component Supply Chain Management; MGP and Vehicle Fleet Management (3 Posts)
Section Rustenburg *2 HRD 21/11/2017 HRD 22/11/2017
Klerksdorp HRD 23/11/2017

Additional Requirements:

* Be in a possession of a NQF 6 Diploma/Degree.

Core functions:

*Deals with the administration related matters.

- *Demand Management: The administration of all demands in the Province.
- *Administration of name badges for all members in the Province.
- *Deal with fuel card & transportation administration related matters.
- *Handling of itineraries in the Province.
- *Administration of Early warning reports and Risk report.

Component **Supply Chain Management; Immovable Asset Management
(1 Posts)**

Section Taung **HRD 24/11/2017**

Additional Requirements:

- * **Be in a possession of a NQF 6 Diploma/Degree.**

Core functions:

- *Administration of immovable facilities.
- *Administration of Construction projects.
- *Administration of provision admin system.
- *Administration of lease building and State property.

Component **Provincial Head: OD & SM (1 Post)**

Section Establishment Management: Post Administration **HRD 25/11/2017**

Additional Requirements:

- * **Be in a possession of a NQF 6 Diploma/Degree.**

Core functions:

- *Manage the determination, maintenance and co-ordination of the post establishment of the South African Police Service within the Medium Term Expenditure Framework (MTEF).
- *Manage, maintain and co-ordinate the Fixed Establishment within the South African Police Service.
- *Manage the establishment and maintenance of a management information database concerning human resources, skills, training and other work related information.
- *Manage the determination of personnel requirements in terms of work load and span of control.

Component **Provincial Head: OD & SM (2 Posts)**

Section Risk Management **HRD 26/11/2017
HRD 27/11/2017**

Additional Requirements:

- * **Be in a possession of a NQF 6 Diploma/Degree.**

***Core functions:**

- *Coordinate, facilitate and monitor risk assessment and monitoring.
- *Coordinate, facilitate and monitor combined assurance.
- *Manage provincial risk management strategy.
- *The facilitation and identification of risks.
- *The facilitation of control measures.
- *The compilation of risk register.
- *The provision of risk assurance by monitoring risks.
- *The communication of risk management information.
- The distribution of provincial risk management strategy to stations and other role players.

STUDENT INTERNSHIP

ADMINISTRATIVE INTERN

Component	Supply Chain Management; MGP and Vehicle Fleet Management (2 Posts)	
Section	Brits	HRD 28/11/2017
	Zeerust	HRD 29/11/2017

Additional Requirements:

* Need practical experience in order to finalize qualification.

Core functions:

- *Deals with the administration related matters.
- *Demand Management: The administration of all demands in the Province.
- *Administration of name badges for all members in the Province.
- *Deal with fuel card & transportation administration related matters.
- *Handling of itineraries in the Province.
- *Administration of Early warning reports and Risk report.

Component	Provincial Head: FCS	(1 Posts)
Section	*****	HRD 30/11/2017

Additional Requirements:

* Need practical experience in order to finalize qualification.

Core functions:

- *Compile and administer proper case docket management to ensure efficient and effective detective service centre at FCS.
- *Gather comprehensive and complete evidence at the crime scene
- *Support and interview complainant's victims and witnesses
- *Deals with the administration related matters.

Component	Supply Chain Management; Immovable Asset Management (1 Posts)	
Section	Brits	HRD 31/11/2017

Additional Requirements:

* Need practical experience in order to finalize qualification.

Core functions:

- *Administration of immovable facilities.
- *Administration of Construction projects.
- *Administration of provision admin system.
- *Administration of lease building and State property.

Component	Loss Management	(2 Posts)
Section	Mahikeng	HRD 32/11/2017
	Zeerust	HRD 33/11/2017

Additional Requirements:

* Need practical experience in order to finalize qualification.

Core functions:

- *Register and record vehicle incidents, damages, losses and thefts.
- *Report new incidents to Logistical Support Loss Management.
- *Administer correspondence of incidents of information required of vehicles, accidents, damages and losses or thefts.
- *Investigate motor vehicle incidents according to importance.
- *Process relaying of information required for each separate incident.

Component **Deputy Provincial Commissioner: DPC** **(1 Posts)**
Section Crime Detection **HRD 34/11/2017**

Additional Requirements:

* **Need practical experience in order to finalize qualification.**

Core functions:

- *Compile and administer proper case docket management to ensure efficient and effective detective service centre at FCS.
- *Gather comprehensive and complete evidence at the crime scene
- *Support and interview complainants victims and witnesses
- *Deals with the administration related matters.

Component **Provincial Head: Human Resource Development** **(1 Post)**
Section Skills Development Facilitation **HRD 35/11/2017**

Additional Requirements:

* **Need practical experience in order to finalize qualification.**

Core functions:

- *Receive data of intern files and ensure monthly updates.
 - *Receive bursary application and open files of individual applications.
 - *Compile monthly and Quarterly reports on the performance of interns.*
- Assist with the coordination of Station SDF Officials for the presentation of courses.

Component **Provincial Head: Human Resource Development** **(1 Post)**
Section Workplace & Recreational Development: Reservist Development Coordination
HRD 36/11/2017

Additional Requirements:

* **Need practical experience in order to finalize qualification.**

Core functions:

- *Receive nominations for reservist training and update the list of needs.
- *Obtain quotations from training academies for accommodation and meals to present courses.
- *Communicate with training academies for bookings and Financial Authorities.
- *Inform Reservists of the dates and venues of their specific training courses.
- *Verify their results with the electronic TAS system.

MATRIC INTERNSHIP

ADMINISTRATIVE INTERN

Component Section **Provincial Head: Visible Policing** **(1 Post)**
Emergency Response Services HRD 37/11/2017

Additional Requirements:

* **Senior Certificate (Grade 12) no tertiary qualification is required.**

Core functions:

*Render administration support functions to specialized uniform support section
*Render administrative support for the police emergency component

Component Section **Provincial Head: Visible Policing** **(1 Post)**
Proactive Policing Services HRD 38/11/2017

Additional Requirements:

* **Senior Certificate (Grade 12) no tertiary qualification is required.**

Core functions:

*Render administration support functions to specialized uniform support section
*Render administrative support for the proactive police component

Component Section **Provincial Head: Detective Service** **(1 Post)**
Organised Crime Investigation: Project Investigations HRD 39/11/2017

Additional Requirements:

* **Senior Certificate (Grade 12) no tertiary qualification is required.**

Core functions:

*Compile and administer proper case docket management to ensure efficient and effective detective service centre at OCI
*Gather comprehensive and complete evidence at the crime scene
*Support and interview complainant's victims and witnesses
*Deals with the administration related matters.
*Assist with projects

Component Section **Provincial Head: Detective Service** **(1 Post)**
Stock Theft & Endangered Species HRD 40/11/2017

Additional Requirements:

* **Senior Certificate (Grade 12) no tertiary qualification is required.**

Core functions:

Compile and administer proper case docket management to ensure efficient and effective detective service centre at OCI
*Gather comprehensive and complete evidence at the crime scene
*Support and interview complainant's victims and witnesses
*Deals with the administration related matters.
*Assist with projects

Component Section **Provincial Head: Supply Chain Management (1 Post)**
Management Information and Strategic Planning
HRD 41/11/2017

Additional Requirements:

* Senior Certificate (Grade 12) no tertiary qualification is required..

Core functions:

*The providing of support during preparation of reports and presentation.
*Gathering and capturing information to comply reports for the Provincial Head.

Component Section **Detective Service: Administration Services (2 Post)**
Lehurutshe HRD 42/11/2017
Wolmaransstad HRD 43/11/2017

Additional Requirements:

* Senior Certificate (Grade 12) no tertiary qualification is required.

Core functions:

Compile and administer proper case docket management to ensure efficient and effective detective service centre at OCI
*Gather comprehensive and complete evidence at the crime scene
*Support and interview complainant's victims and witnesses
*Deals with the administration related matters.
* Assist with projects

Component Section **Provincial Head: Human Resource Development (1 Post)**
Support and LM Development Coordination HRD 44/11/2017

Additional Requirements:

* Senior Certificate (Grade 12) no tertiary qualification is required.

Core functions:

*Assist with personnel administration and files.
*Assist with supply chain management administration and files.
*Assist with financial management administration and files.
*Type reports and returns and assist with work related administration.

Component Section **Provincial Head: Human Resource Development (1 Post)**
Quality & Assurance Management: Monitoring & Evaluation Coordination HRD 45/11/2017

Additional Requirements:

* Senior Certificate (Grade 12) no tertiary qualification is required.

Core functions:

*Visit courses with the supervisor and compile M&E reports.
*Assist with improvement of courses and identify critical needs.
*Type reports and returns and assist with general administration.

GENERAL:

- Only the official application form for the internship programme (available on DPSSA website and at SAPS Official website) will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- The reference number of the post must be correctly specified on the application form.
- A Curriculum Vitae must be submitted together with application form.
- Certified copies of an applicant's ID, Senior Certificates and all post school educational qualifications obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e-mailed applications will be considered.
- Applicants will be subjected to fingerprint screening and reference checking.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is **2017-11-24 at 16:00**.
- If an applicant is short-listed, it can be expected of him/her to undergo a personal interview. Short-listed applicants may be subjected to a security clearance.
- Correspondence will be conducted with successful interns only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
- A stipend will be paid according to proof of relevant qualification.
- Internship program in the SAPS may not be regarded as a guarantee of automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 months internship contract.

NORTH WEST PROVINCE

Applicants Can Be Couriered To:

Attention: Lt Col Dc Cronje

PC HRD
Room 14, 1st Floor Wilmur Building 95
Walter Sisulu Street
Potchefstroom 2531

Hand Delivered To:

Front Entrance
PC HRD
Room 14, 1st Floor
Wilmur Building
95 Walter Sisulu Street
Potchefstroom

Back Entrance
PC HRD
Auto Ave next to Labour Office
Potchefstroom

Enquiries Can Be Directed To:

Lt Col Dc Cronje 018-299 7786

